

Module 4

Chapter 9

Severance Pay

Chapter Overview

Purpose This section outlines the steps users must take to process a severance pay calculation for individual employees.

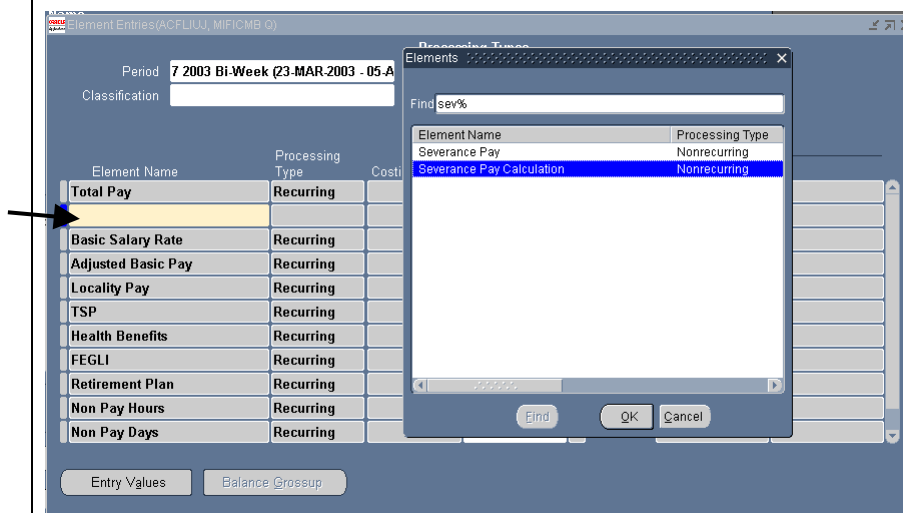
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Severance Pay Calculator

Using the Severance Pay Calculator

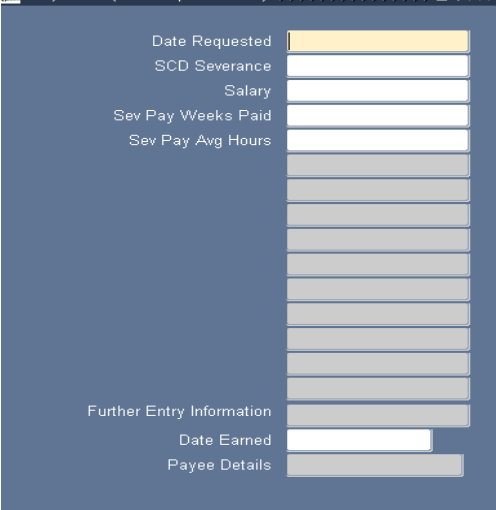

Step	Action
1	Navigation Path → <i>People</i> → <i>Enter and Maintain</i> → < Open >. The Find Person window opens. Query the employee by typing in the last name and clicking the < Find > button.
2	The People window opens with the data fields populated. Click the < Assignment > button.
3	The Assignment window opens. Click the < Entries > button. The window opens with the <i>Element Name</i> column and other data fields populated.
4	Under Element Name column, select the next available line (or add a blank line by clicking on the green plus sign in the tool bar). Then click on LOV icon and select <i>Severance Pay Calculation</i> from the elements then click the < OK > button.



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Severance Pay Calculator, Continued

Using the Severance Pay Calculator (continued)

Step	Action												
5	<p>Click the <Entry Values> button. Complete the data fields</p>  <table border="1"> <thead> <tr> <th>Data Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Date Requested</td><td>Enter Projected Date of Separation</td></tr> <tr> <td>SCD Severance</td><td>Enter Service Computation Date</td></tr> <tr> <td>Salary</td><td>Enter Salary</td></tr> <tr> <td>Sev Pay Weeks Paid</td><td>Enter any if paid previously</td></tr> <tr> <td>Sev Pay Avg Hours</td><td>Enter Avg Hours</td></tr> </tbody> </table>	Data Field	Action	Date Requested	Enter Projected Date of Separation	SCD Severance	Enter Service Computation Date	Salary	Enter Salary	Sev Pay Weeks Paid	Enter any if paid previously	Sev Pay Avg Hours	Enter Avg Hours
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6	Click Save icon on the Toolbar. This sends the worksheet to the user's default printer. The worksheet is also available if the user goes to <i>Help, View My Requests</i> and opens the report in Ghostview.												
7	Exit the windows.												
8	<p>Element Severance Pay Calculation is a non-recurring element and is stored under the Pay Period in which it was created and the element is automatically end-dated with the last day of the pay period. This element will not show when the pay period changes.</p> 												
9	Users can change the information in the Severance Pay Calculation Entry Value screen and save the changes. A new report will be generated (except when the bottom status line says there's nothing to save – just reinput the same request date and save again to make the system think something new has been added).												

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Severance Pay Calculator, Continued

Using the Severance Pay Calculator (continued)

Step	Action
10	Only one Severance Pay Calculation Element Entry should be created during any given pay period. If a user creates a second entry in the same pay period, it will appear to work, but instead of generating a printed report when it is saved, the report will error.
11	Users can create a Severance Pay Calculation Element Entry while they are in different pay periods and reports will generate. For example, user creates a Severance Pay Calculation Element Entry on 24 Jan 2003 and receives a report. On Monday, 27 Jan 2003, because it is a new pay period, the user would create another Severance Pay Calculation Element Entry and receive a report.
12	<p>Note: If users input a value in the Sev PayWeeks Paid data field that exceeds the employee's total entitlement. The severance pay calculation work sheet will reflect a zero in the entitled number of severance pay weeks.</p> <div> Sev Pay Weeks Paid <input type="text" value="0"/> </div>
